SECTOR
eTicketing Business Edits
Version 1.2
Washington State Administrative Office of the Courts

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Disclaimer

The contents of this document are current as of the date shown.

Any software that creates an electronic Ticket must incorporate the business edits and rules contained in this document in order for that ticket to be accepted by the Administrator for the Courts for inclusion into the Judicial Information System (JIS).

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Field	Required?	Specs/Format	Business Edits
Misc information			
LEA	Y	3 character initials	Accept any Agency from JIS Active Agency list
LEA ORI #	Y		NCIC number assigned by FBI
Ticket Number	Y	Ticket # format is yYsssssss. Electronic ticket numbers will be drawn from a central ticket bank. SECTOR users will draw from 0-6,999999. Non SECTOR users will be supplied a unique range of eTicket numbers to use. y=last digit of year in which ticket was issued sssssss=sequence number block referred to above	The citation number will be assigned and locked on the client workstation when the "New" option is selected and any field on the first interview screen is changed or data keyed by the officer. A ticket may be cancelled and the number reused if no information is entered for that ticket. On a void the following information must be provided by the officer at a minimum: Violators Name, Violators Address, Date and Time, location Officer Note Allow Citations to be Voided at any state prior to printing.
COURT ORI	Y		NCIC number assigned by FBI
Court Initials	Y	From court list above	accept any court in JIS court table
Screen = ticket Interview - Preliminary			
Case No.	N	Accepts up to 15 alpha/num	This is used in the OAN field in JIS and is the originating agency's case number
Witnesses	Y	Yes or No	Controls whether witness data screen is enabled
Violation Date	Y		Default to date incident created, cannot be future date
Violation time	Y		Default to time incident created
Plaintiff	Y	Accept City, County, State	This combines with the incident location to produce the name of the plaintiff, i.e. City of Olympia STATE – Set as default if District Court Type Selected COUNTY – Allow when District Court Type selected. Set the county name based on the county of the court selected CITY – Enable if District or Municipal Court Type selected. Set the city name based on the city of the court selected, but allow officer to change.
County	Y	Accept any Washington county name	This combines with the Plaintiff to produce the name of the plaintiff, i.e. City of Olympia
City	Y	Accept any Washington City in selected County.	Must be in County Selected. This combines with the Plaintiff to produce the name of the plaintiff, i.e. City of Olympia

Field	Required	Format	Notes
Court	Y	Accept any Washington Court from JIS Active Court list	Court/LEA/LEO/JUR/Associations must be utilized. Default court may be set in Officer's profile. All tickets created from one incident must go to same court, but not necessarily the same address..
Primary Traffic way	Y	Accepts up to 20 Alpha/num	
Block No.	Either Block or Milepost is req.	Accepts up to 6 char. Alpha/num	
Milepost	Either Block or Milepost is req.	###.## format	
Reference Traffic way	N	Accepts up to 20 Alpha/num	
Speed	Y	Y/N	If both School and Work are no, then JIS law number/bail is populated based on actual/posted. Must be Y to enter actual/posted speeds or school or const. zone speed violations.
MPH	Y if speed is Y	Up to 200 MPH, must be greater than posted	Used to determine JIS law number if school zone is no.
Posted MPH	Y if Speed is Y	Up to 70	Used to determine JIS law number
Measuring Method	Y if Speed is Y	One of SMD, PACE, or Aircraft	Not passed to JIS or DOL
Vehicle Info	Y	Y/N	Controls whether vehicle info screen displays later in application
Work Zone	Y if speed is Y	Y/N, only one of work or school can be Y	If Y, JIS Law 46.61.527 is populated into charge screen and bail = twice normal - all fees which don't apply (ask AOC for current)
School Zone	Y if speed is Y	Y/N, only one of work or school can be Y	If Y, JIS Law 46.61.440 is populated into charge screen and bail = twice normal - all fees which don't apply (ask AOC for current)
Latitude	N	45.000-49.999	Not passed to JIS or DOL
Longitude	N	116.000-124.999	Not passed to JIS or DOL
In Car Video	Y	Y/N	Not passed to AOC or DOL
Special Program	Y	Y/N	Not passed to AOC or DOL
Misc. Information	Y	Y/N	Determines whether misc. information (road/weather) fields are enabled later in application
Interpreter Req.	Y	Y/N	Controls whether Interpreter language field is enabled
Int. Language	Y if above is Y	Must use subset of GJXDM language list, supplied by AOC	Violator language is English unless different language entered in this field.

| Ticket Interview – Violator | | | |

Field	Required	Format/Options	Notes
Driver Passenger violator	One must be selected	If speed =Y then only option is Driver	If Speed no, all options enabled. If speed no and vehicle no only passenger/violator enabled If Passenger, then passenger is checked on ticket
Booked	N	Default to not selected	If checked, info sent with ticket message and displayed on ticket
Driver's Lic.	N	Check box or not	Default to selected
State Identicard	N	Check box or not	Default to not selected
ic. or ID number field	If DL or ID box is selected, must be completed	Up to 40 alpha/num	If WA then WA algorithm must be followed. If scanned, the word "scanned" appears above DL # on printed ticket
State	If DL or ID box is selected, must be completed	Must select from AOC list. GJXDM	
Expiration	As above except if Military is selected, then not required	Format is 01/01/2001 widget available	If military is selected, no expiration is required
Military	Select box or not	See expiration	Default to not selected
CDL	Select box or not		Default to not selected
Photo ID Matched	Y	Y/N	Both defaults to blank, one must be selected.
Last Name	Y	25 alpha	
First Name	N	25 alpha	
Middle Name	N	24 alpha	
Filial	N	One of II,III, IV, JR. SR.	
Address 1	Y	USE USPO address standards	
Address 2	N	"	
City	Y	Select from list or enter other alpha	If WA is selected, then must be a Washington city
State	Y	Must select from AOC list. GJXDM	
Zip	Y	Must use USPO algorithm per state, must be 5 or 9 digits	If Canada must be in A#A#A# format
Residence phone	N	111-111-1111 format	
Cell phone	N	111-111-1111 format	
Work Phone	N	111-111-1111 format	
Address New	n	Y/N	Defaults to N, If scanned then address changed, selects Y.
BAC	N	Null or reading, refused, pending	Not sent to AOC or DOL

BAC reading	Y if BAC other than null	Cannot exceed .600	
Hair Color	N	GJXDM including unknown	
Gender	Y	Male/Female	
Birth date	Y	01/01/1995	Cannot be less than 16 or greater than 115 YOA, widget provided
Height	N	0' to 7'11" ft/inches required	Three character field, digit 1 is feet, digits 2 and 3 are inches.
Race	Y	GJXDM, Asian, black, Hispanic White, Unknown	If Hispanic, needs to be sent as ethnicity rather than race with race = 'U'
Weight	N	Up to 999	
Eyes	N	GJXDM	
Employer	N	Alpha/num up to 40	
Employer location	N	Alpha/num up to 30	Not passed to AOC or DOL
Ticket Interview – Vehicle			
Commercial Vehicle	Y	Y/N	Default to No
Hazard Placard	Y if Comm. = Y	Y/N	Cannot enter if Comm. Veh. = N
Trailers	Y	Y/N	Controls whether trailer info screen appears later in application
Vehicle License Plate	Y	Y/N	If N, plate # and State fill with Unknown and Not Stated and disables expiration field
No.	Y if plate = Y	Up to 39 char/ alpha numeric	
State	Y if plate = Y	Must select from AOC list. GJXDM	In addition to list, "not stated, no valid plate, foreign country & government" are allowed.
Expiration	Y if plate*	DD/MM/YYYY format	If "not stated, no valid plate, foreign country & government" are selected, expiration not required
Model Yr	N	Cannot be older than 1850 or more than 1 year past current year	
Make	Y	Must choose from list supplied by WSP	
Model	Y	Choose from list or enter text	
Style	N	Must choose from list supplied by WSP	
Color	N	Must choose from list supplied by WSP	
Same as person cited	N	Select box for Y	If box is selected violator is owner If unselected fields are enabled to be filled
Last	Y	25 alpha/num	
First	N	25 alpha/num	

MI	N	1 alpha/num	
Filial	N	One of II,III, IV, JR. SR.	
Address 1	Y	40 alpha/num	
Address 2	N	40 alpha/num	
City	Y	Select from list or enter other alpha	If WA is selected, then must be a Washington city
State	Y	Must select from AOC list. GJXDM	
Zip	Y	Must use USPO algorithm per state, must be 5 or 9 digits	If Canada must be in A#A#A# format
Accident Severity	Y	GJXDM 1,2,3,4,5,9	Accident Y/N is sent in addition to severity code. If no accident then no severity code is sent.
Exempt Vehicle	N	Select from Farm, fire, Other, RV	Other should only be Law Enforcement
Ticket Interview – Trailer			
License No	N	40 alpha/num	Not sent to AOC or DOL
Lic. State	Y if lic. # entered	Must select from AOC list. GJXDM	
Expiration	N	01/01/2001	
Year	N	Cannot be older than 1850?? or more than 1 year past current year	
License No 2	N	40 alpha/num	Not sent to AOC or DOL
Lic. State	Y if lic. # entered	Must select from AOC list. GJXDM	
Expiration	N	01/01/2001	
Year	N	Cannot be older than 1850?? or more than 1 year past current year	
Ticket Interview – violations			
Violation/Statute number	Y	Must be from JIS Law Table	Dropdown contains several of the laws used by officer. If not in dropdown, must use search feature to find
Violation title	Y	Must be from JIS Law Table	Dropdown contains several of the laws used by officer. If not in dropdown, must use search feature to find
Officer Notes	N	104 alpha/num chars	Print on ticket below violation title and display in JABS

Add	Button		Adds charge displaying in upper section to violation list for incident
Remove	Button		Removes all highlighted violation(s) from incident list
Incident list	Display	Displays all violations added to incident	Law number, violation title, case type, mandatory flag, DV box, bail amount, acc. Fee supported, notes. If acc. Supp. Flag is Y and accident code is other than N then acc. Fee is added to bail of first eligible violation.
Domestic Violence	N	Select box if Yes	
Edit	Button	Selected case in violation box	Allows user to edit the bail amount on a violation and enter violation notes. If bail is edited, a warning is provided. Edited Bail amount is sent to AOC
Appearance date	N	If selected, both date and time required	Appearance date does not display on IT, IN tickets
Number of days	N	If selected, defaults to 15	
Accident fee	Display only	Displays if added to a violation	Ask AOC for current accident fee –only added if law is ACCfee=Y
Subtotal	Display only	Displays if acc fee	
Total amount	Display only	Displays total of all charges	Note, this may not be the total appearing on the violators ticket, If mand. = Y then amount does not print on ticket.
FIND	Button	Used if desired violation is not in dropdown	If clicked, Select Violation screen appears
Select Violation			
Title	N	35 Alpha/num. char.	Finds any law with entered word(s) in title
Case Type	N	Null or one of CN, CT, IN, IT	Limits search to that case type
Violation Code	N	Law number format	Limits search to exact number entered
Display			Displays laws that met search criteria, allows user to highlight one law and import into violation screen or cancel search.
Ticket Interview – Miscellaneous			
Traffic conditions	Y if screen appears	Select one of Heavy, Light, Medium	
Weather conditions	"	Select one of Clear, Fog, Rain, Snow	
Street conditions	"	Select one of Dry, Icy, Snowy, Wet	
Light Conditions	"	Select one of Dark, Dawn, Day, Dusk	

Officer Last Name	Y	Prefills from officer's sign on	Not editable
First Name	Y	Prefills from officer's sign on	"
Badge No.	Y	Prefills from officer's sign on	"

Ticket Interview – Witness (Not sent to AOC or DOL)			
Last Name	Y	25 alpha/num char	
First Name	Y	25 alpha/num char	
MI	N	1 char	
Filial		One of II,III, IV, JR. SR.	
Address 1	N	USE USPO address standards	
Address 2	N	"	
City	N	Select from list or enter other alpha	If WA is selected, then must be a Washington city
State	N	Must select from AOC list. GJXDM	
Zip	N	Must use USPO algorithm per state, must be 5 or 9 digits	If Canada must be in A#A#A# format
Address New?	N	Y/N	Defaults to N, If scanned then address changed, selects Y.
Birth date	N	01/01/2001 with date widget	
Gender	N	Male or Female or Null	
Day phone	N	111-111-1111	
Night Phone	N	111-111-1111	
Insert	Button		If witness info entered and insert clicked, that witness is added to incident
Remove	Button		If witness info highlighted and remove clicked, that witness is removed from incident
Display	Box		Displays all Witnesses added to incident

Ticket Interview – Attachments – Maximum size of all attachments cannot exceed 1MByte-all att sent to AOC w/ ticket			
Narrative Text Box	N	Free form Narrative	This report prints on court copy of eTicket
New diagram	Button	Attaches collision	Uses Smart Roads software
Add Local File	Button	Attaches other local files	.doc, .txt, .jpeg, .gif . Each attachment has a limit of 250K
Open	Button	Allows user to open attachment	
Remove	Button	Allows user to remove highlighted attachment	
If NEXT is clicked at the end of this screen, ticket is "locked" except attachment screen, and cannot be changed, only			

Ticket Interview – Officer's Certification			
Certification Verbiage	Display		I certify under penalty of perjury under the laws of the state of Washington that all statements made herein are true and accurate and that I am entering my authorized user id and password to authenticate it.
Date	Y	Defaults to violation date	
County	Y	Defaults to county of incident	
City	N	Defaults to city of incident if available	
Ticket Interview – Delivery			
Ticket Number	Display	Ticket Number	
Case type	Display	Case type	
Delivery Type	Y	Given to Violator (default)or Mail to violator	If Mail to violator is selected and First Route court, then Court will be notified to mail citation to violator. See additional specs for routing screen.
First route	Y	Court (default)or Prosecutor	If prosecutor chosen, eTicket will not be delivered to AOC
Court Address	Y	Displays dropdown of all court addresses that can print on violator copy of ticket	
Ticket Interview – Display ticket			
PDF Ticket Image	Display only		All tickets created in this incident are displayed in one pdf on this screen but when sent as part of a ticket message are sent individually.
If incident contains at least one Infraction Traffic violation, an IT ticket is created with up to 5 violations per ticket			
If incident contains at least one Infraction Non-Traffic violation, an IN ticket is created with up to 5 violations per ticket			
If incident contains at least one Criminal Traffic violation, a CT ticket is created with up to 5 violations per ticket			
If incident contains at least one Criminal Non Traffic violation, a CN ticket is created with up to 5 violations per ticket			